		Start	Completion		
Meet with contractors concerning entry of data into SEMS, metadata to EPA, and redacction		10/07/14	10/07/14	**EPA employee review time to identife PPI**	
Collection #1 (raw data):				350000	Images
	Contractor enters all documents in SEMS. Raw data consists of:	10/07/14	10/17/14	4	view images per minute
	* All releasable.			87500	# of minutes to review 350,000 images
	* All non-releasable images.			1458	# of hours to review 350,000 images
	EPA provides Contractor with number of EPA personnel that will review Collection #1			12	# of EPA employes reviewing images
	Contractor allocates metadata (ME) parts to EPA personnel			122	# of hours for EPA employes to review images (six weeks @ 20 hrs per week)
	EPA approves Contractor's allocastion of ME parts				
	Contractor provides allocated ME parts to EPA personnel			**Contractor time to redact images with PPI**	
	EPA reviews images in all folders / SEMS imagesdocuments listed on ME as .			350000	Images
Collection #2 (data to be redacted):				3500	Estimate 1% of images with PII
	EPA reviews collection #1 and on ME identifies (1) releasable (not requiring redaction) images and (2) releasable (requiring redaction) images, and (3) non-releasable images.			1	Contractor's time estimate (1 minute) to redact PPI from one image
	EPA adds to the ME bates numbers for all images in SDMS documents that require redaction.			58.33	Estimated contractor hours to redact PPI from estimated images
	EPA gives Contractor the ME with bates numbers for all images in SDMS documents that require redaction.				
	Contractor provides EPA with cost / time estimates and submit a second WRF for approval.				
	After Contactor gets tasking for the next WRF, Contractor adds documents to be redacted into a second Special Collection and performs draft redactions for PII on images previously identified by EPA selected bates numbers.				
	Contractor provides EPA with second ME (draft redactions / second collection) for EPA approval.				
	EPA reviews second ME (draft redactions / second collection).				
	EPA provides Contractor with second ME (approved redactions / second collection).				
	Contractor uploads approved second ME (approved redactions / second collection) into SEMS-DMS				
Collection #3 (releasable collection):					
	Contractor creates third collection comprised of:				
	* Plus releasable (not requiring redaction) images.				
	* Plus releasable (redacted) images				
	* Minus non-releasable images.				
Collection #4 (Evidence collection)					
	Evidence Collection Training	00/00/14			
Progress Tracking					
	Redaction Training	00/00/14	00/00/14		
	Evidence Collection Training	00/00/14	00/00/14		
	Redaction progress				

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